

~~SECRET~~
~~XXXXXXXXXX~~

SPEED LETTER		REPLY REQUESTED		DATE 20 March 1965	
		<input checked="" type="checkbox"/> X	YES	<input type="checkbox"/>	NO
TO : Chief, Compensation and Tax Division 212 Central Building ATTN:		FROM: Chief, Records Administration Staff/DLS			
<p>In conjunction with the Agency's Cleanup Campaign we have designed a flier which we would like to have distributed with the salary checks on April 23rd or May 7th. The fliers need not be individually collated but should be distributed in sufficient quantities with each group of checks so that each employee will receive one.</p> <p>The actual date for distribution is contingent upon the completion of the fliers by the printer.</p> <p>Your approval is requested.</p> <div style="border: 1px solid black; width: 200px; height: 50px; margin: 10px auto;"></div>					
REPLY				DATE 29 March 1965	
<p>The flier should be delivered to the Compensation and Tax Division not later than Tuesday of the week of distribution on Friday.</p> <div style="border: 1px solid black; width: 300px; height: 70px; margin: 10px auto;"></div>					
<div style="display: flex; justify-content: space-between;"> FORM 5-61 1831 SECRET </div>					

STAT

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ADMINISTRATIVE - INTERNAL USE ONLY

March 1965

STAT

STAT

[redacted] reviewed posters for cleanup campaign for posting on bulletin boards. 36 boards in hqtrs. Sent 20 more to [redacted] for posting in outlying bldgs. 3/10

STAT
STAT

3/16 took additional posters to [redacted] 1J37 for bulletin bds and inquired about table tents for cafeteria. Referred to [redacted]

STAT

Gave [redacted] office our draft for table tents. They will take care of printing and delivery to cafeteria.

3/29 Took check flier to [redacted] to discuss ordering to go out with pay checks.

STAT

STAT

Preliminary arrangements on check stuffer or flier --

called [redacted] sent memo to Chief Compensation & Tax Div requesting approval to have ~~xxx~~ fliers distributed with salary checks. Okay. Need approx 3000 more than payroll to allow for damaged ones and dropped, etc.

Worked out color scheme and size with Prntg Plant Prepared req and delivered to plant cost \$81.

STAT

4/12 recd check stuffers from prntg plant.

called [redacted] Payroll who will oversee distribution with Apr 23rd checks.

STAT

sent fliers to her

Apr 23 fliers were not distrib with checks--call to Miss [redacted] said it was oversight on their part. They would package and send off to each payroll clerk for distrib to all employees

Table stuffers displayed in cafeterias during week of 4/12

Also checked with O/S on contents and approval of our fliers. O/S not interested unless info is considered classified.

Graphics took pictures of material we eliminated from our files. The pictures were mounted and displayed at one of our ARO meetings, also sent to selected ARO's for their use and will be displayed on bulletin bds.

STAT